

CLASS TITLE: CONTRACT COMPLIANCE OFFICER

Class Code: 02731100
Pay Grade: 23A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the contract compliance and the enforcement of Title VI of the Civil Rights Act, and the Rhode Island Public Laws and Regulations; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed through conferences and/or reports for results attained and for conformance to laws, rules and regulations.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the contract compliance and the enforcement of Title VI of the Civil Rights Act, and the Rhode Island Public Laws and Regulations.

To serve as a liaison between state departments, contractors, unions and the minority/female communities and disadvantaged persons for employment with vendors/contractors doing business with the state.

To inform and make certain contractors/vendors are aware of established guidelines and that such guidelines are being followed to the fullest extent possible; to take appropriate action to prevent and/or correct any discrepancies in conflict with the guidelines.

To participate in the development, implementation and to oversee and render assistance in the counseling, referral services, follow-up services and the submitting of reports as required.

To encourage consultant and engineering firms, as well as contractors/vendors in establishing summer programs for minority/female youths whereby new and marketable skills may be acquired while still remaining in school.

To evaluate the equal opportunity and affirmative action programs of all companies doing business with the state and in the state.

To monitor the state's contract compliance program and provide compliance reviews as directed.

To provide counseling for employees or applicants who believe they have been discriminated against because of race, color, religion, sex or national origin and to investigate these complaints.

To prepare, review and submit various reports relating to the contract compliance program and its progress.

To help coordinate the state's efforts with the federal government and with concerned citizen's groups.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of federal and state laws and regulations pertaining to equal rights and the ability to administer and enforce such laws and regulations; a working knowledge of the principles, practices and techniques of equal employment opportunity work and the ability to apply this knowledge to the problems of realizing equal opportunity; a working knowledge of the causes and effects of discriminatory practices against women and minorities; a familiarity with the state personnel system with regard to hiring, training and promoting; a familiarity with the organizational structure of state government; the ability to devise programs designed to assure

equal employment opportunity; the ability to maintain effective working relationships with officials, workers and minority groups; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Psychology, Sociology, Education, Public Administration, Business Administration or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible position in a program designed to provide affirmative action and equal employment opportunity for disadvantaged or minority/women groups.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 26, 1987

Editorial Review: 3/15/03